365 Careers

Keyboard shortcuts for Mac

Learn some of the most useful keyboard combinations in Excel, and navigate through your worksheets with ease

Basic shortcuts

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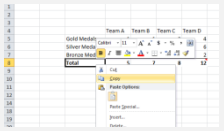
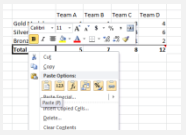
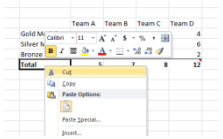
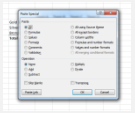
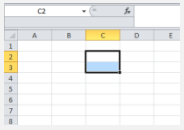
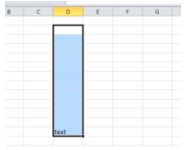
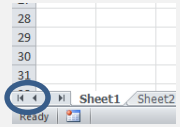
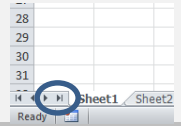
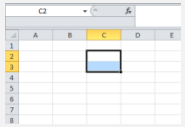
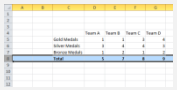
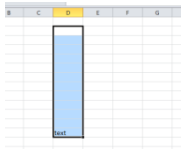
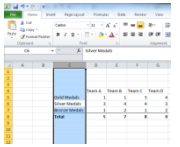
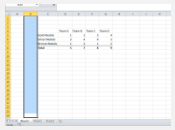
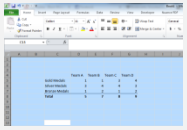
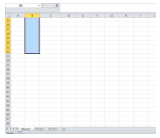
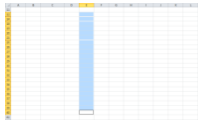
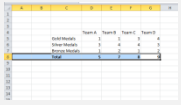
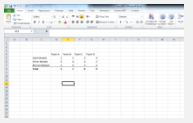
Copy a cell	Command Hold	&	C Press		Paste a copied cell	Command Hold	&	V Press	
Cut a cell	Command Hold	&	X Press		Undo	Command Hold	&	Z Press	
Paste Special	Command Press	&	Option Press	& V Press		Extend current cell selection by one	Shift Hold	&	Arrow Press	
Extend the selection to the last non-blank cell	Command Hold	&	Shift Hold	& Arrow Press		Switch the window	Command Press	&	Tab Press	
Move through sheets (downwards)	Option Hold	&	Left Arrow Press		Move through sheets (upwards)	Option Hold	&	Right Arrow Press	

Select an area of cells

Extend the selection by one cell	Shift Hold	&	Arrow Press		Select a row	Shift Hold	&	Spacebar Press	
Extend the selection to the last non-blank cell	Command Hold	& Shift Hold	& Arrow Press		Select a column	Command Hold	&	Spacebar Press	
Extend the selection upwards (one screen)	Shift Hold	&	PgUp Press		Select the entire sheet	Command Hold	&	A Press	
Extend the selection downwards (one screen)	Shift Hold	&	PgDn Press		Select visible cells only	Command Hold	& Shift Hold	& * Press	
Extend the selection to the beginning of the row	Shift Hold	&	Home Press		Select cells with comments	Command Hold	& Shift Hold	& O Press	

Data entry

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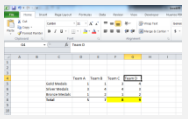
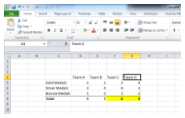
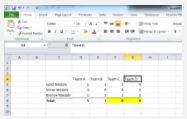
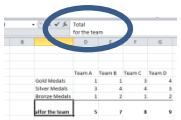
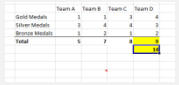
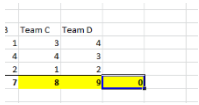
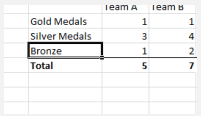
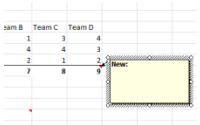
Edit cell	F2 Press						
Repeat last operation	F4 Press						
Repeat last operation (Redo)	Command Hold	&	Shift Hold	&	Y Press		
Start a new Line in the same cell	Control Hold	&	Option Hold	&	Return Press		

Obtain the same cell as above (fill down)	Command Hold	&	D Press				
Obtain the same cell as the one to the left (fill right)	Command Hold	&	R Press				
Delete text in the formula bar (until the end of the line)	Control Hold	&	Del Press				
Create/Edit a comment	Shift Hold	&	F2 Press				

Logical operators and Grouping of sheets

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Logical operators

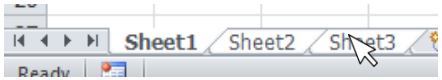
=	Equal to
>	Greater than
<	Less than
<>	Different than
>=	Greater or equal
<=	Smaller or equal

Grouping of sheets

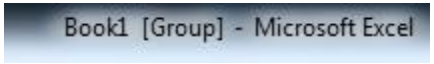
You can group worksheets, if you would like to edit multiple worksheets at the same time. When two or more sheets are grouped, every action that is carried on one of them is carried out at the other as well

Shift **&** **Left-click on a sheet**

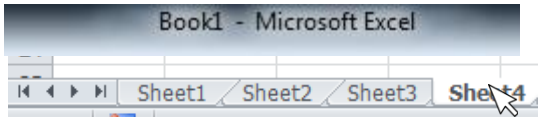
Hold **Press**



Hold the Shift button and click on the sheets that you would like to be grouped



Once you have grouped the sheets, the title of the workbook would indicate that you are operating in "Group" mode



In order to exit Group mode, you need to go to a sheet which was not included in the Grouping. The "[Group]" sign at the top of the workbook will immediately disappear

! **Please, use this functionality very carefully! It is possible to forget that you are still operating under "Group" mode. Be careful not to do that.** !